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TAB

S-E-C-R-E-T

16 Dec 57
16 December 1957
4 Jan 58

16 Dec 57
MEMORANDUM FOR: THE RECORD

SUBJECT: Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 19 December 1957, at 10:00 a.m. in Room 2601, Curie Hall.

* A tentative Agenda for the meeting is enclosed as TAB 1.

* Minutes of the last meeting of the Committee are enclosed as TAB 2.

* Summaries of evaluations by the offices concerned and recommendations by the Executive Secretary on the suggestions to be considered at the forthcoming meeting are also enclosed as TAB 3 for your review.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:


Executive Secretary

25X1A

Enclosures:

1. Agenda
2. Minutes
3. Suggestion summaries

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Regular Meeting of the Suggestion Awards Committee
Thursday, 19 December 1957

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AGENDA

- Review Suggestion Awards*
1. The call to order.
 2. Minutes of last meeting.
(to stand as mailed?)
 3. Comments by Chairman.
 4. Report by Executive Secretary.
 5. Old Business
 6. New Business
Vote on suggestions attached
 7. Plans for next meeting--date and time.
(Thursday, 23 January 1958, 10:00 a.m.?)
 8. Adjournment

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MINUTES OF MEETING
SUGGESTION AWARDS COMMITTEE
THURSDAY, 24 October 1957

25X1A

On Thursday, 24 October 1957 at 10:00 A.M. in Room 2601 Curie Hall, [REDACTED] Chairman, chaired the Regular Meeting of the CIA Suggestion Awards Committee.

The following were present:

Members

(DD/P)
(DD/S)
(DD/I)

25X1A

(DD/I)
(DD/S)

(Personnel)

(Security)

Members

Executive Secretary
(SAS)

Minutes

The minutes of the regular meeting held 29 August 1957 were approved.

Chairman's Report

- a) The Chairman read a letter from Chairman Ellsworth of the Civil Service Commission, addressed to the Director, thanking the Director for the invitation to the 7 October 1957 ceremonies. The letter also listed the FY-1957 accomplishments and statistics of the entire Federal Incentive Awards Program.

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- b) [REDACTED] was told by DD/P that he could use his own judgment about publicity for the \$8,500 award.

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of SAC Meeting
24 October 1957

25X1A

- c) [REDACTED] commended the Suggestion Awards Staff for reducing the back log on the old cases.

Secretary's
Report

The Executive Secretary reported:

- a) Suggestions in process at this time total 198 cases.

The age of the suggestions are as follows:

1954	1
1956	4
1957 (1st Qtr.)	15
(2nd Qtr.)	49
(3rd Qtr.)	93
October	36
	<u>198</u>

- b) The Suggestion Awards Officers attended the National Association of Suggestion Systems convention in Atlantic City.

The principal message from the convention was the importance of stressing the supervisors' participation in the program, and the value of internal [Agency] promotion as compared with general [canned] poster ideas.

- c) Two new posters have been distributed.

- d) Discussed presentation ceremony of \$300.00 awarded [REDACTED] at TSS Staff meeting with [REDACTED] and [REDACTED] officiating.

- e) Discussed presentation ceremony of \$525.00 awarded to [REDACTED] OHI with Mr. Robert Amory and [REDACTED] officiating.

Old Business

At the last meeting, the Committee recommended that Suggestion No. 2632 be sent to RI in DD/P for a specific statement on suggestion's contribution to the improved procedures. The answer was not conclusive. The case has now been sent to [REDACTED] DD/P Records Policy Officer. The Executive Secretary hopes to be able to report on this at the next Committee meeting.

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of SAC Meeting
24 October 1957

Suggestions
Approved

By unanimous vote on each case, the Committee approved the following awards for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
1644	\$150.00	Intangible (Moderate-Extended)
2286	Letter of Appreciation	
3217	Letter of Appreciation	
3222	Letter of Appreciation	
3196	\$200.00	Tangible (\$6,000.00) Intangible (Slight-Limited)
3125	\$50.00	Tangible (\$1,000.00)
58-41	\$10.00	Intangible (Slight-Limited)
58-75	\$15.00	Intangible (Slight-Limited)
58-91	\$115.00	Tangible (\$3,415.00)
58-96	\$10.00	Intangible (Slight-Limited)
58-122	\$15.00	Intangible (Slight-Limited)

Committee
Recommendations

a) Suggestions 3222 and 58-96, which were approved by the Committee, are to be referred to CSC for any further action in connection with additional awards from other agencies or departments.

b) [REDACTED] commended the invitation of the families to the presentation ceremonies.

c) [REDACTED] suggested that names of suggesters be eliminated from the Committee agenda.

[REDACTED] stated that names are necessary on final evaluation to establish line-of-duty status.

25X1A

25X1A

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S-E-C-R-E-T

Minutes of SAC Meeting
24 October 1957

25X1A

██████████ feels that the Committee should (and would) be objective in their deliberations.

The recommendation was tabled.

25X1A

- d) ██████████ suggested that evaluators be informed of final action on the cases they have commented upon.

N.B: The Suggestion Awards Staff will send the evaluators a carbon copy of close out and award letters addressed to the suggester. The name of the suggester will be deleted. This copy will be destroyed by the last evaluator listed on the routing sheet.

25X1A

- e) The subject of grades as an element to be considered in the evaluation was discussed. Some members said everyone should have an opportunity to try for an award, regardless of grade. The Chairman remarked that Senior Executives have the entire Agency as their area of interest and therefore their eligibility for an award is questionable. ██████████ is to report on the Honor Awards views on this matter at the next meeting.

25X1A

- f) ██████████ pointed out that to be successful and effective, the Suggestion Awards Program objectives must be understood and appreciated by the immediate office heads, as well as by the Deputy Directors and the Director.

The Executive Secretary stated that efforts had been made to include orientation in the OTR Supervision and Management courses as well as in the Clerical courses; and every effort is geared to reach the office heads.

One officer remarked that the competition between units and components would be helpful. Another that the Supervisors also deserve and should get recognition.

-4-

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of SAC Meeting
24 October 1957

- g) The Executive Secretary was asked to bring the new charts to the next meeting - showing the relative participation and achievements by grades, by components, and by Federal agencies.

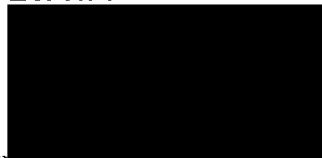
Next Meeting

The Committee agreed to hold the next regular meeting on Thursday, 21 November 1957.

Adjournment

The meeting adjourned at 11:40 A.M.

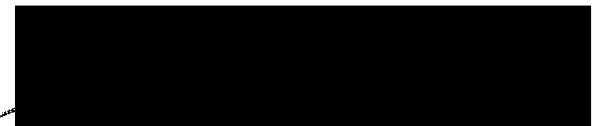
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Chairman, Suggestion Awards Committee

26 Nov. 57

Date



Executive Secretary
Suggestion Awards Committee

25X1A